

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Current Interest Items

1. A&E Assistance to Retirees

The Chief of the Assessment and Evaluation Staff has agreed to undertake a pre-retirement counseling service within the scope of his manpower capability. For AES pre-retirement counseling to function effectively, the following conditions are regarded as essential by both the Chief of AES and the Executive Secretary of the CIA Retirement Board:

a. Such counseling would operate on a strictly voluntary basis. Its availability would be made known to an individual by the Executive Secretary of the CIA Retirement Board.

b. The time at which an individual is afforded the AES pre-retirement counseling services should be geared to his own expressed readiness for such counseling.

c. In most cases the AES counseling would be expected to involve the use of psychological tests; in fact, this would be one of the unique aspects of the counseling. However, the tests would be a tool, or aid, and the emphasis would be on the counseling, not on the testing as such. This testing could include any one or several of a large variety of tests, such as measures of interests, aptitudes, achievement, attitudes, values, and temperament. The key feature of such a program would be to tailor the choice of tests to the particular needs of the individuals. For some employees, tests already taken for other purposes might suffice.

d. As with all AES testing and assessment, the results of AES pre-retirement testing and counseling would be treated on a confidential basis. In addition, an extra measure of confidentiality would be accorded the information deriving from this activity. Its use would be restricted to an AES psychologist's discussions with the individual about his retirement planning. These discussions might be extended to include, at the individual's option, others concerned with his retirement planning. But, the information would not be incorporated into AES files which are used in discussing an individual's within-Agency career management with a supervisor or personnel officer. Should an individual expressly request that AES pre-retirement information be discussed with his supervisor or a personnel officer, his request would be honored.

Pre-retirement counseling by the A&E Staff would initially be conducted on a trial basis. Only with experience can the feasibility of the service and the most appropriate procedures be determined. At the end of a year's experience, these activities will be reviewed and appropriate recommendations made.

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NO CHANGE IN CLASS. ☐
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NEXT REVIEW DATE: _____
DATE: 10/03/80 REVIEWER: 018995

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2. Psychiatric Benefits - GSEA

Our underwriter has agreed to remove the 50-per-year restrictions for out-patient psychiatric consultations under our high-option health insurance plan without an increase in premium. However, this change in our contract will have to be formally initiated by the Civil Service Commission because we are past the time when we could propose contract changes for the insurance year beginning next October. We have notified Mr. Kator (in Mr. Ruddock's Bureau of Retirement and Insurance, CSC) of our informal agreement and he will take the steps necessary to formalize a change.

3. Possible elimination of low-option feature of health insurance plans

According to press reports, CSC may propose eliminating the low-option feature from the Federal Employee Health Benefits Act. Employee unions have not committed themselves on this proposal as yet. It is believed that administrative costs would be reduced by dropping the low-option but the employee's individual cost would increase.

4. Blood Donors

211 prospective donors reported to the Bloodmobile on 2 July to contribute a net of 185 pints of blood.

5. Co-op Work-Study Program

Richard K. Fox and Idris Russell of State's Personnel Office recently met with the Chief and Deputy Chief, Personnel Operations Division to discuss CIA's co-op program. Mr. Fox indicated that State was considering such a program as an element of a proposal for up-grading the quality of negro candidates for professional jobs in the Foreign Service -- a plan under which the Ford Foundation would underwrite scholarships for promising undergraduates to take special courses at Howard University.

6. "Mortality" Statistics - Holiday Weekend

In view of the national accidental death total for the 4th of July weekend, we are glad to report that there were no deaths and no serious injuries to Agency employees during this period.

7. Exchange of Personnel - CIA/State

25X1A9a [redacted] has been advised that Mr. Crockett will soon send a formal letter to the Agency outlining State's general views concerning an exchange agreement.

8. Quarterly Credit Union Statements

Quarterly statements for all Credit Union members will be ready for distribution during the week of 8 July. The cut-off date for these reports will be 17 June. It is anticipated that further improvement of the back-room posting procedure and of the automation of Credit Union accounting system will permit a closer cut-off date for reports covering the July-September quarter.

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9. Special Interest Applicant - [REDACTED]

[REDACTED] who is scheduled for discharge from the Marine Corps in October, was referred to us by [REDACTED] via General Carter. He has indicated stronger interest in the Foreign Service than in CIA but plans to take our tests the next time he is in D.C. (probably in a few weeks).

10. Early Retirement Bill

We are supplementing the briefing material already prepared with a chart and explanatory notes which will further develop the "manpower control" need for this legislation. This material will be similar to the "hump" charts used in explaining our need for separation compensation.

11. Quality Step Increases

Two requests were approved during the week bringing the total to 52.

The Director of Personnel is scheduled to talk about Quality Step Increases and other employee recognition programs at the Senior Staff Meeting on 22 July.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

Distribution:

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1 - D/Pers subj file

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OD/Pers, [REDACTED] (10 July 1963)

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